



City of South Bend

Vacancy Announcement

Post Date: Tuesday, June 3, 2014

Closing Date: Until filled

ANIMAL CONTROL OFFICER

Category: Full-time/Non-Bargaining/Non-Exempt

Department: Code Enforcement/South Bend Animal Care & Control

Reports To: Assistant Shelter Manager

Shift: 5 day work week, 8 AM-5 PM. Must be open to accept rotation schedule to cover after hour emergency calls.

Pay Rate: Up to \$32,000/yr.

Position: **SUMMARY**

The Animal Control Officer performs animal care and control work for the City of South Bend. This is a municipal animal law enforcement position and will have the capability of writing citations for violations of Chapter 5 of the South Bend Municipal Code. The work involves patrolling assigned areas of the City to enforce animal control ordinances and related laws, rules, and regulations. Employee is expected to carry out daily assignments, follow through on animal care matters, and use independent judgment and training when taking appropriate actions in dealing with standard recurring situations. Employee will be expected to document, investigate, and at times may to appear in court as a secondary or primary witness to animal welfare crimes. Euthanasia is required of this position.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responds to and answers complaints regarding nuisance, abandoned, and neglected animals, wild and domestic.
- Picks up confined, injured, unwanted, and deceased animals; captures stray, wild, and domestic animals.
- Conducts general investigations in cases of animal care and control problems.
- Initiates the set-up procedures for animals brought into the shelter.
- Enforces city, state, and federal laws regarding animal control and care.
- Maintains clean and sanitary equipment, vehicles, and building.
- Feeds, waters, and cleans up after the animals in the shelter.
- Conducts new pet adoptions, and enforces the City's pet license program.
- Available on a rotating basis for after hour's emergency calls.
- Serves as backup when needed in office to clean kennels or attend to animals daily.

NON-ESSENTIAL JOB FUNCTIONS

- Answers phones, assists customers, and performs other duties as requested.
- Bilingual applicants are encouraged to apply.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.
- Minimum three years' experience in animal handling and work in shelter environment.
- Law Enforcement experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of capturing and removing stray, uncontrolled, or abused animals from undesirable conditions using nets, nooses, or tranquilizer darts as necessary.
- Knowledge of laws, legal codes, court procedures, precedents, and government regulations that pertain to animal care and control.
- The ability to handle complaints, settle disputes, and resolve grievances and conflicts.
- The ability to accept criticism and deal calmly and effectively with high stress situations.
- The ability to maintain composure and to keep emotions in check, control anger, and avoid aggressive behavior even in very difficult situations.
- The ability to be flexible and open to change (positive or negative) and considerable variety in the workplace.

CERTIFICATES, LICENSES, REGISTRATIONS

- Indiana Driver's license required if driving City vehicle.
- Certifications in field of Animal Care and Control a plus.
- NACA Certification and euthanasia certification a plus.

EQUIPMENT

Employee will be required to operate a computer, iPad, calculator, telephone, fax machine, copy machine, and other general equipment, as well as drive a vehicle, in completing job task. The ability to use a net, catch pole, and other animal related equipment is essential.

WORK ENVIRONMENT

Work is performed in office, field, and outside settings in varying weather conditions. The noise level in the work environment is usually quiet to moderate in the office and loud in the Animal Care and Control Shelter. Entire office is smoke free.

UNUSUAL DEMANDS

Employee is subject to work beyond normal scheduled hours, weekends, and holidays and subject to emergency call back.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is regularly active with periods of heavy exertion. Typical positions require employee to walk or stand for long periods, lift and carry up to 75 pounds; climb stairs, ladders, and scaffolding; bend, kneel, crouch, and crawl; reach, hold, grasp, and turn objects; feel the size, shape, and temperature of items; and use fingers to operate computer or keyboard. The work requires the ability to speak normally; to use normal or aided vision and hearing, and to detect odors.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required